



Memorandum # 40/2003

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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MEMORANDUM

TO: All Retirement Boards

FROM: Kevin P. Blanchette, Deputy Director of Operations

RE: Calendar Year 2003 Annual Statements

DATE: December 17, 2003

Once again, it is time for the preparation of the Annual Statement, which must be completed, signed, and returned to the Public Employee Retirement Administration Commission (PERAC) by May 1, 2004. One of our Auditors will be assigned to work with you to provide technical assistance as needed.

This year, we have been invited again to make a presentation about completing the Annual Statement during the N.E. Secretaries' Meeting in Stoneham on January 13, 2004. As in the past, we will hold classes later in January and February for retirement board administrators on this topic at the Plymouth Public Library, the Springfield State Office Building, and PERAC's office. I cordially invite you to attend one of these sessions.

Registration for these classes will be on a "first-come, first-served" basis. Because seating capacity is limited in each of the locations, it is important to register at your earliest opportunity.

Attached you will find a PERAC Class Registration Form. Please make copies of the blank form for each person wishing to attend one of the classes. Upon receipt of your completed registration form, PERAC will, via fax or e-mail, either confirm that a seat has been reserved for you, or advise you that seating capacity has already been reached. Unfortunately, anyone not pre-registered cannot be guaranteed a seat. In addition, if you find that you are unable to attend a class for which you have registered, please let us know at your earliest opportunity.

Also, please submit your pre-closing cashbook and trial balance for December 2003 to PERAC prior to February 28, 2004. If you encounter difficulties with this deadline, please contact me directly. Thank you for your cooperation in this year-end closing process.

We wish you, your staff, and Board Members a very happy holiday season.